

Digital Evidence Juror Navigation

For jury deliberations, the court will log into the Digital Evidence portal, access the appropriate Jury Deliberation bundle, and confirm that an expanded view of the exhibits is being displayed.

If the Jurors experience **any technical issues** (e.g., *having inadvertently closed out of the application*), the jurors must **contact the appropriate court staff member** for technical assistance.

If the Jurors navigate away from the review evidence mode, the jurors will need to select **View Case List** > **Review Evidence**. There will only be one case available in the Case List.

Case List

Case Filter:

Hearing Date From: ☐

Hearing Date To: ☐

Text:

Show:

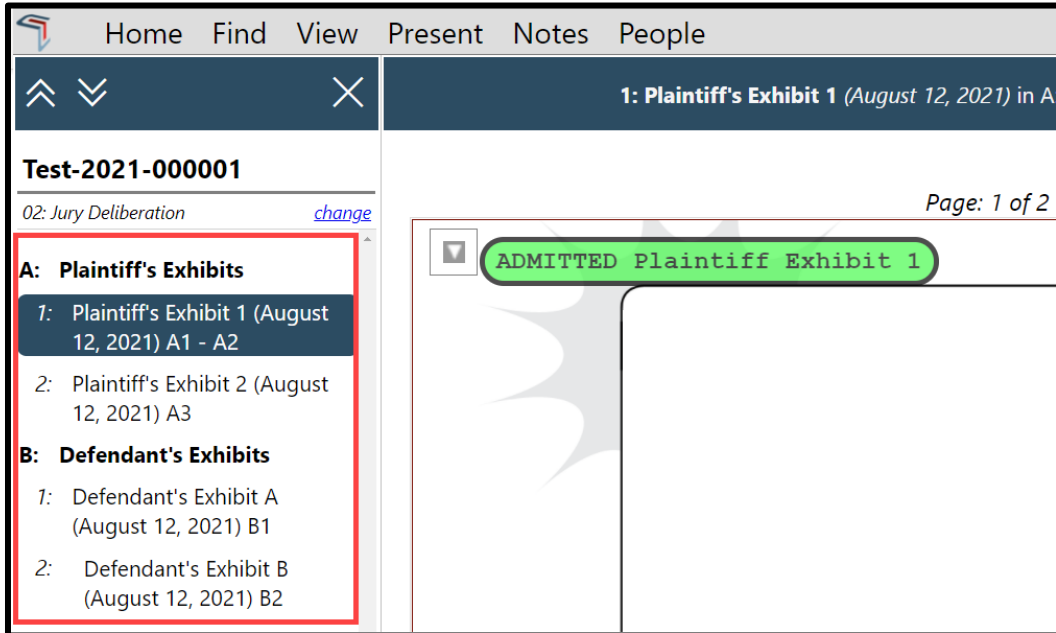
☐ All Words
☐ Show training cases
☐ Show closed cases
☐ Order by Listing Number

Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By
*Test-2021-000001	Plaintiff vs. Defendant		August 25, 2021 04:27 PM	AZ AOC	<input type="button" value="Review Evidence"/> <input type="button" value="Update Case"/>

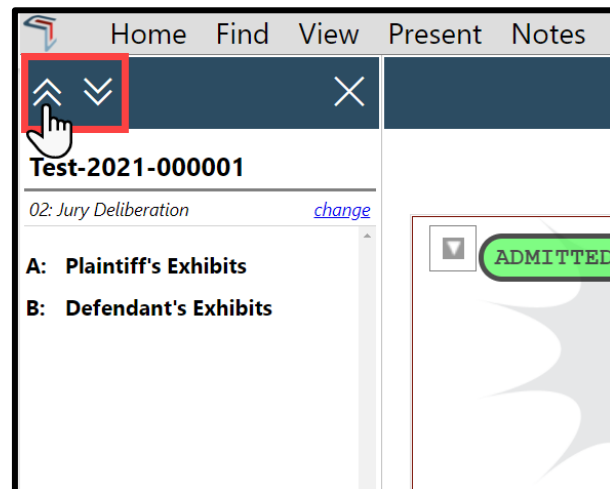
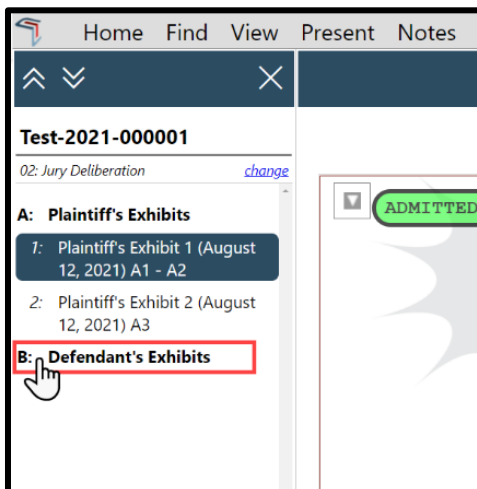
Jurors must remain in the [review evidence mode](#) and will only need to access the [Find tab](#) and the [View tab](#).

1. Juror Access to Exhibits (*review evidence mode*)

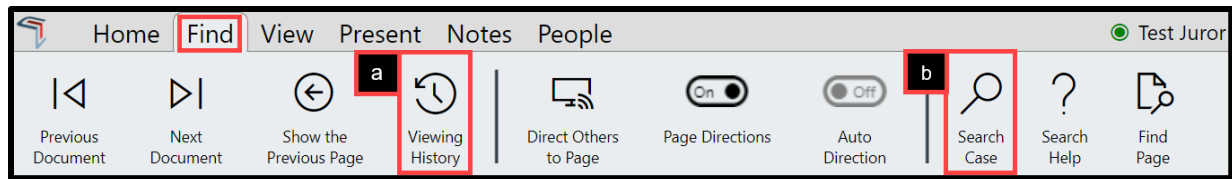
- a. Each exhibit is accessed by clicking on the exhibit in the viewing pane on the left side of the screen (*exhibit list viewing pane*). The exhibit currently being viewed will be highlighted dark blue within the exhibit list viewing pane. The exhibit will display in the viewing pane in the middle of the screen (*exhibit viewing pane*). The viewing pane on the right side of the screen should remain closed/minimized, since Jurors will not have any access to the Notes feature.



- b. Each exhibit list may be minimized or expanded by clicking on the title of the exhibit list. All exhibit lists may be minimized or expanded by clicking the up or down chevron arrows.



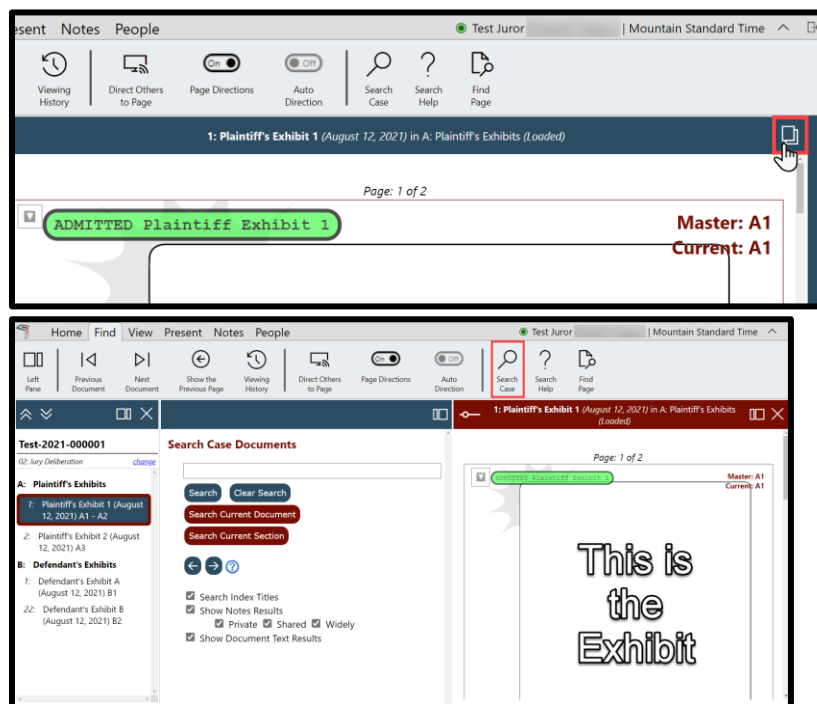
2. Find tab: noteworthy features for Jurors



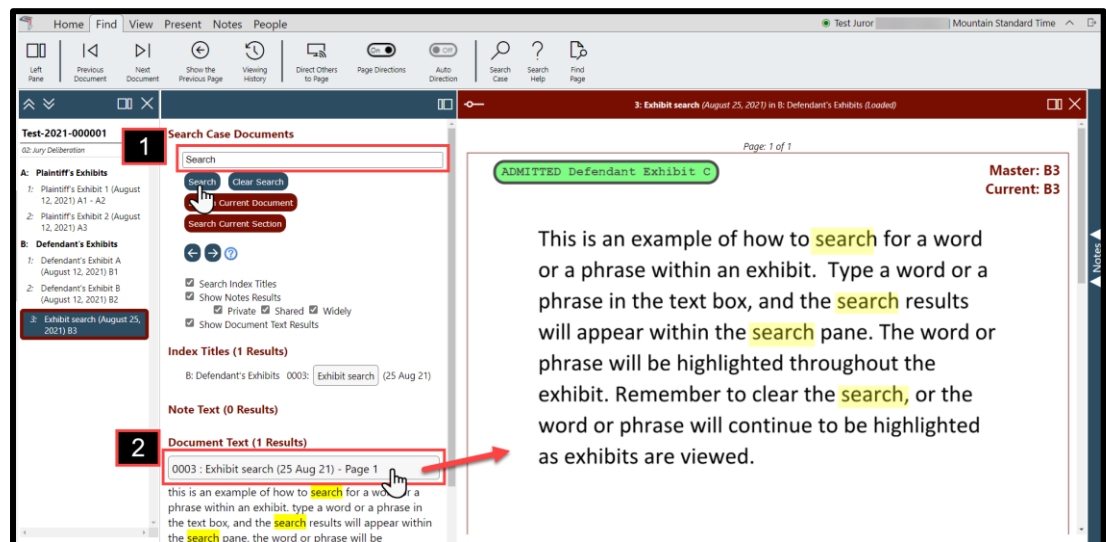
- a. **Viewing History:** keeps a history of the exhibits that the jurors recently viewed and allows **quick navigation back to recently viewed exhibits** (most recently viewed exhibit appears at top of list)



- b. **Search Case:** allows all exhibits to be searched for a word or a phrase
- i. The **dual pane feature** is recommended to be used when searching exhibits – clicking the icon in the upper right corner of the exhibit viewing pane will split the exhibit viewing pane into two screens – the search pane will appear on the left and the exhibit viewing pane will appear on the right (the dual pane feature may also be used to view two exhibits at the same time)

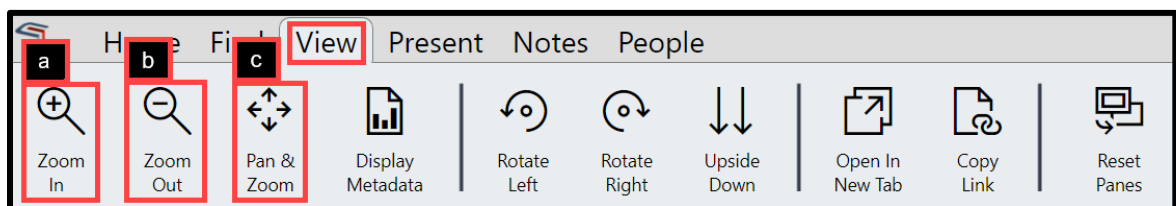


- ii. **Perform a search** by **entering a word or phrase in the text box and clicking the Search button (#1 in screenshot below)**
 - A. Search results will appear within the search pane under the title Document Text
 - B. **Click a search result header** to display the exhibit in the exhibit viewing pane, and all instances of the word/phrase will be highlighted (**#2 in screenshot below**)



- C. **Click the Clear Search button** to stop the searching/highlighting of a word/phrase
 1. *Closing the search pane does NOT automatically clear a search*
 2. *If the search is not cleared, then the word/phrase that was last searched will continue to be highlighted as exhibits are viewed*

3. View tab: noteworthy features for Jurors



- a. **Zoom In:** the exhibit displaying in the exhibit viewing pane will be zoomed in; use the **scroll bars to move** up/down and left/right
 - b. **Zoom Out:** the exhibit displaying in the exhibit viewing pane will be zoomed out
 - c. **Pan and Zoom:** use of this function is recommended for viewing pictures; the exhibit will open in a new window; **click, hold, and drag** to move the image around; **scroll the mouse wheel up/down** to zoom in/out
4. **Always contact the appropriate court staff member for any technical assistance**